



**FEDERAL LABOR RELATIONS AUTHORITY  
CAREER OPPORTUNITY ANNOUNCEMENT  
DELEGATED EXAMINING AUTHORITY  
and MERIT STAFFING**

<b>Announcement No:</b> FLRA-02-18		<b>Opening Date:</b> 09-20-02 <b>Closing Date:</b> 10-18-02	<b>Job Title, Pay Plan, Series and Grade:</b> Supervisor Administrative Services Division (Supervisory Support Services Specialist GS-0342-15
<b>Number of Vacancies:</b> One	<b>Promotion Potential:</b> None	<b>Salary Range:</b> GS-15 : \$92,060 - \$119,682  Salaries include 2002 locality rate for Washington, DC geographic area.	
<b>Duty Station/Agency Component:</b> FLRA Office of the Executive Director, Washington, DC  The FLRA headquarters office is conveniently located two blocks from the Metro Center subway station in Washington, DC. Metrobus and a number of commuter buses are similarly close by. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefit programs include: alternative work schedules, transit subsidy, and free work-out facility.			
<b>Who May Apply:</b> Nationwide - all US citizens who meet the job qualifications.		<b>Type of Appointment/Work Schedule:</b> Competitive Service Permanent; Non bargaining unit Full-Time	
<b>DUE TO THE POSSIBLE DELAY IN THE MAIL SYSTEM, WE ENCOURAGE CANDIDATES TO SUBMIT APPLICATIONS BY EXPRESS MAIL OR FAX TO 202-482-6659 BEFORE 5:00 pm EASTERN STANDARD TIME ON THE CLOSING DATE OF THIS ANNOUNCEMENT TO ENSURE TIMELY CONSIDERATION.</b>			

**Major Duties:** This position is located in the Office of the FLRA Executive Director. The incumbent serves as the Supervisor of the Administrative Services Division (ASD) and works under the general supervision of the Executive Director of the FLRA. On a case-by-case basis, the ASD Supervisor may undertake special assignments directly from the FLRA Chairman. The incumbent serves as supervisor of the central administrative unit that provides services to FLRA's various program components and sub-components, including seven field offices across the United States. The incumbent is responsible for assuring the provision of support services and certain general management functions agency-wide.

The incumbent will lead a division responsible for overseeing duties relating to management of agency-wide support operations; procurement; space and property activities; telecommunications; printing services; records, mail, and motor vehicle management; and other, related services. The incumbent is responsible for formulating proposed policies and documented procedures for all functional areas within ASD and for providing input on policies with an agency-wide impact, and, upon approval of such policies and procedures, for directing their implementation and coordination to ensure consistency and accountability throughout the FLRA.

**Conditions of Employment:**

U.S. Citizen

Must meet any time-in-grade requirement within 30 days of the closing date of the vacancy announcement

Occasional travel across the USA

Individuals new to the Federal government must serve a probationary period. Current Federal employees selected for a supervisory position must serve a probationary period if they have not already done so.

Security investigation, as appropriate.

The Agency is highly automated and currently uses both Corel Word Perfect and Microsoft Word for word processing, the Microsoft Outlook electronic mail system, and Oracle for database management.

**Qualifications Required:**

Non-Federal applicant's work experience must demonstrate the ability to supervise, direct, or plan and coordinate a variety of support services functions.

You must have at least one year of specialized experience equivalent to the GS-14 level in the Federal service within 30 days of closing date of this announcement, or previously served at the same or higher grade as the position being filled doing work that is typically in or related to the work of the position to be filled.

**Quality Ranking Factors:**

*You will be rated against the following knowledge, skills, and abilities (job related criteria). You must address the following knowledge, skills, and abilities in writing, **as an attachment to your application**. Your responses will be used to determine if you are among the best qualified. **If you do not address these knowledge, skills, and abilities as part of your application package, the Agency reserves the right to exclude your application from consideration.***

1. Ability to lead and manage a diverse staff of subordinates with varied backgrounds and capabilities and working on diverse administrative projects or tasks.
2. Ability in problem-solving (e.g., ability to gather and analyze facts, draw conclusions, exercise originality and ingenuity, and devise practical solutions to complex problems).
3. Ability to apply regulations and administrative guidelines as part of the decision-making process.
4. Ability to exercise leadership skills and project management skills as a team member or team leader in accomplishing the organization's goals.
5. Ability to communicate effectively, both orally and in writing, to a broad range of internal and external customers.

**Special Remarks:**

Relocation expenses will not be paid.

### **How To Apply:**

Application packages **must** include the following items:

1. Current Resume (SF-171 or OF-612 forms are acceptable), with information described on the attached Application/Resume Checklist.
2. Separate, written statement addressing each of the knowledge, skills, and abilities listed.
3. Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

A complete application package must be **received by 5:00 p.m. Eastern Standard Time on the closing date:** Federal Labor Relations Authority, Human Resources Division, **607 14th Street, NW, Suite 430, Washington, DC 20005.**

To request a copy of this announcement, call the Job Line at (202) 482-6537. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. **There is a statutory prohibition against using Government-franked envelopes to mail applications.**

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

An announcement will be placed on FLRA 's web page once selection is made. Please note that the selection process may take up to 120 days.

**Agency Mission:** The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. The FLRA employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The FLRA consists of three components: the Authority, the General Counsel, and the Federal Service Impasses Panel. The **Authority** is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by Agency Regional Directors in disputes over union elections and unit determinations. The **Office of the General Counsel** is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training and education services to the parties to prevent and/or resolve disputes. The **Federal Service Impasses Panel** provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment.

Additional information is available at our website: <http://www.flra.gov>.

**Employee Programs and Benefits:**

The FLRA subsidizes health benefits and life insurance costs. The portable Federal Employees Retirement system permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

The FLRA offers options in flexible work schedules such as working a regular fixed schedule, a compressed work schedule, or flexible schedules that allow varied arrival and departure times or number of hours per day worked. There are opportunities to attend skills-enhancing and skills-maintenance training. Employees may earn a variety of monetary and non-monetary awards. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees; a health service which provides periodic health screening opportunities at nominal cost; and a leave donation program that can assist employees during personal medical emergencies. For special circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit.

FLRA recognizes the Union of Authority Employees (UAE) as the exclusive bargaining representative of eligible employees.

**DEFINITIONS:**

**Competitive Status vs. Non-Status Candidates.** Federal employees acquire competitive status by completion of a probationary period under a career-conditional or career appointment in the competitive service. Non-status candidates are applicants who have never served in a competitive status position in the Federal service.

**Salary Range.** Candidates with no prior Federal service generally are selected at the minimum pay rate of the grade for which selected. However, occasionally a candidate possesses superior academic or experience qualifications and may be hired above the entry-level salary. The Human Resources Division must determine salary prior to extending a final offer of selection .

**Promotion Potential.** The target grade the selected applicant can expect to achieve without further competition. Promotion beyond the target grade would require further competition or review.

**Selective Factor vs Quality Ranking Factors.** A selective factor is a knowledge or skill an applicant must have in order to perform the job requirements satisfactorily. Applicants must possess a stated selective factor in order to be rated at least minimally qualified for the job. Quality Ranking Factors are knowledge, skills or abilities which would enhance an applicant ' s ability to succeed on the job. These factors are used to rank applicants ' quality of education and experience.

**Trial and Probationary Periods.** Applicants selected for a career or career-conditional appointment serve a one-year probationary period. During this probationary period, the agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

**APPLICATION/RESUME CHECKLIST**

***To ensure full and proper consideration, your application/resume must contain the following information. Failure to submit this information may result in non-consideration for the position.***

**Job Information**

Vacancy number, position title and grades(s)

Full name, mailing address (with zip code), phone numbers (with area code)

Social Security Number

**Personal Information**

Country of citizenship

Veterans' preference  
Reinstatement eligibility, if any  
Highest Federal civilian job held, if any (include title, job series, and dates held)

**Education**

High school (name, city, state and zip code); date of diploma or GED  
Colleges or universities (name, city, state, and zip code); Majors  
Type and year of degrees received (if no degree, show semester/quarter hours).  
Transcripts if applying for entry level Attorney, Law Clerk, or Outstanding Scholar position.

**Work Experience**

Title (and series/grade if Federal job)  
Duties (for each paid and non-paid work experience related to the vacancy)  
Employer's name and address  
Supervisor's name and phone number  
Starting and ending dates (month, day, and year)  
Hours per week, and beginning and ending salary  
Indicate if we may contact current supervisor

**Other Qualifications**

Training (title, hours, year)  
Special skills (e.g., computer software/hardware, typing speed, etc.)  
Current certificates and licenses (e.g., Bar membership; CPA)  
Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking.

**Selective Factors and Quality Ranking Factors (Desirable Knowledge, Skills, Abilities)**

You must address each listed selective and desirable factor on a separate document as an attachment to your application.

**Background Questionnaire**

You are requested to complete the attached "Background Survey Questionnaire."

**Performance Appraisal**

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

**Veterans' Preference DD-214**

If you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

NOTE: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply to the announcement. Also, the Defense Authorization Act of 1997 extended veterans' preference to persons who served on active duty during the Gulf War, and authorizes that the Armed Force Expeditionary Medal for service in Bosnia is qualifying for veterans' preference.

**Disability Status**

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

**ICTAP or CTAP Eligibility**

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate the eligibility and submit proof

United States  
Federal Labor Relations Authority  
Background Survey Questionnaire 79-2

Approved Form  
OMB No. 50-RO-616

GENERAL INSTRUCTIONS	PRIVACY ACT INFORMATION
<p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p>Name (Last, First, MI)</p> <p>Position for which you are applying</p> <p>Date (Month, Day, Year)</p> <p>1. Social Security Number</p> <p>2. Year of Birth 19 _____</p> <p>3. Do you have any physical disability?</p>	<p><b>GENERAL</b></p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p><b>AUTHORITY</b></p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p><b>PURPOSE AND ROUTINE USES</b></p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p><b>EFFECTS OF NONDISCLOSURE</b></p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p><b>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)</b></p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>

4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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|--|---|
| 01 - Private Information Service   | 11 - Federal, State or Local Job Information Center |
| 02 - Newspaper   | 12 - Religious Organization                         |
| 03 - Magazine  | 13 - School or College Counselor or Other Official  |
| 04 - Radio   | 14 - Friend or Relative Working for Agency          |
| 05 - TV  | 15 - Friend or Relative Not Working for Agency      |
| 06 - Poster  | 16 - Other (Specify) _____                          |
| 07 - Private Employment Office   |   |
| 08 - State Employment Office<br>(Unemployment Office)                          |   |
| 09 - Agency Personnel Dept. (Bulletin<br>Board or Other Announcement)          |   |
| 10 - Agency or Other Federal<br>Government Recruitment at School or<br>College |   |

5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

**ETHNICITY:** Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.

**RACE:** **American Indian or Alaskan Native** -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. **Asian or Pacific Islander** -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. **Black or African American** -- A person having origins in any of the original peoples of Africa. **White** -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<b>A. Race</b>  1. American Indian or Alaskan Native 2. Asian or Pacific Islander 3. Black or African American 4. White 5. Other ( <i>Specify</i> ) <hr/>	<b>B. Sex</b>  1. Male 2. Female	<b>C. Ethnicity</b>  1. Hispanic Origin 2. Not of Hispanic Origin
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